

UNIVERSITY OF CALICUT

(Directorate of Admissions)

Admission Rule for Post Graduate Degree Programmes

M A / M Sc. / M Com. / Others

For Affiliated Colleges

(FOR THE ACADEMIC YEAR 2020-21 ADMISSIONS ONLY)

RULES FOR ADMISSION THROUGH CENTRALISED ADMISSION PROCESS (CAP)

I. **IMPORTANT** : Orders regarding amendments, modifications, additions, deletions, etc., issued by the University from time to time, are to be timely incorporated to these Rules.

1. General

1.1. Students shall be admitted to the various programmes/courses of study in affiliated colleges on the basis of the rules prescribed by the University and communicated to the college from time to time.

1.2. All candidates seeking admission to the programmes/courses falling under the purview of CAP should compulsorily complete online registration.

1.3. Each applicant for admission to PG programmes/courses without entrance, can opt as much programmes/courses or colleges as notified in each admission notification.

2. Schedule and Notification

2.1. The University will notify every year a uniform Schedule of Admission of students for the different programmes/courses in the affiliated colleges.

2.2. The Schedule will contain the dates for commencement of online registration, closing of registration, allotments, admissions and commencement of classes.

2.3. The last date for admission for the respective programmes/courses will be announced in the admission notification.

2.4. Application for late registration i.e. after last date of issuance and receipt of application for admission to various programmes/courses shall not generally be entertained without prior permission from the University. Such applications shall be considered only after exhaustion of the applications received in time.

2.5. Commencement of classes will be notified in admission notification for each programmes/courses.

3. Admissions

3.1. Re-admission to PG semester programmes/courses for discontinued candidates shall be made within one week after the commencement of each semester classes. (U.O. No:GAI/J1/5760/2003 dated 16.03.2004).

3.2. The Principals can make readmission of such candidates within the sanctioned strength including marginal increase, if any, within the stipulated time. (Circular No.GAI/B1/3946/2002 dated 12.07.2002).

3.3. Admissions to the new colleges or new programmes/courses in existing colleges for which the affiliation orders are received after the commencement of online registration will be conducted in traditional manner. But the admissions shall be done only from among the registered candidates. Such colleges should not admit any candidate without obtaining guidelines from the Directorate of Admissions.

3.4. The modalities of allotments, its confirmation and admissions will be published in the respective prospectus in every academic year.

3.5. Final list of candidates admitted to each category in various programmes/courses shall be entered in the website without fail.

3.6. The Principal shall fill up all the seats lying vacant as on the closing date, from candidates on the rank list already published in the website. If vacancies still exist even after the closing date of the admissions, the Principal has the option to fill up such vacancies by candidates seeking college transfer in the form of combination of attendance with permission from the University in this regard. No candidates shall be admitted at any cost after the closing date of admissions without obtaining specific orders from the University.

3.7. Admission to any course of study shall not exceed sanctioned strength in anticipation of the approval by the University.

3.8. The rules regarding reservation of seats to Scheduled Castes, Scheduled Tribes and Other Backward Communities including OEC should be strictly followed. A list showing the number of applications received for various programmes/courses from the Scheduled Castes/ Scheduled Tribes students and the number of candidates admitted to each programme/course should be published on the notice boards of all colleges in each academic year (GA I /A2/7899/1997 dated 29.02.2000). A copy of the same should be sent by Registered Post to the Registrar.

3.9. No fees other than those prescribed by the University/Government shall be levied from the students.

3.10. Admissions conducted directly by the colleges.(Management and Sports Quota)

3.10.(a). For every subject for which admission is to be made, there shall be a Selection Committee in every college with the Principal as Chairman and the Head of the Department of the subject concerned for Degree and Post-Graduate courses and one member nominated by the Management.

3.10.(b). The Selection Committee shall prepare the selection list for each subject from the applications received in time.

3.10.(c). All the applications received in the college shall be kept ready for verification by the candidates or by their guardians, if needed.

3.10.(d). An application register shall be maintained by the college, containing the following details of all applications received.

- CAP ID/Online Registration ID
- Serial Number
- Application Number
- Name and address of the applicant
- Date of receipt of application..
- Caste with community (Specify OBC/OEC/SC/ST etc.)
- Marks secured at the qualifying examination with name of qualifying examination (Specifying the authority issuing the certificate).
- Ranking marks: 1st, 2nd and 3rd choices
- Date of interview card issued, if eligible for admission.
- Date of interview.
- Whether selected and admitted to the course.
- Remarks

4. Allotments

There will be two allotments for all category of students and Two special allotment for SC/ST. The number of allotments in each academic year can vary according to the decision made by the Government/University from time to time.

4.1. Trial Allotment

A trial allotment will be published to give the applicants an idea about the chances of getting allotment to a programme and college based on the

options, merit and reservation rules.

4.2. First Allotment

After the trial allotment and the period for rearranging options, the first allotment list will be published on the date as per the schedule. On receiving allotment to a particular option, all other lower options will be automatically cancelled and only the higher options will prevail until deletion or modification by the candidate. The candidates who receive allotment will be intimated through SMS. Subsequent to the first allotment there will be more allotments and number of such allotments will be decided by the University from time to time as per the requirements.

5. Marginal Increase

5.1. The selection of candidates for the marginal increase in seats sanctioned shall be made according to the rules prescribed by the University for filling the original seats.

5.2. Additional Seats:-

1. Lakshadweep students
2. Sports quota
3. Persons With Disabilities
4. Students from Jammu and Kashmir
5. Ethnic natives of Andaman and Nicobar Islands

5.3. In case the sanctioned strength and statutory limit are the same, the admissions to the additional seats can be conducted over and above the statutory maximum limit.

6. Eligibility

1. Candidates who have passed the qualifying examination at an annual/semester examination or in a preceding supplementary examination held by the examination authorities alone are eligible to seek admission to any course of study under the University. Candidates are not eligible to seek admission to a course in a particular academic year if they have passed the qualifying examination in the Supplementary/September examination in the same academic year to which they seek admission.
2. The interval between the date of passing the qualifying exam and the exam for which admission is sought should not be less than the normal period prescribed for the programmes/courses of study.
3. Candidates who had discontinued their studies in the first year/semester of the programme/course with or without Transfer Certificate also should seek admission again to the first year/semester just as fresh candidates seeking admission after passing the qualifying examination.

4. Children of service persons who are awarded by gallantry decorations in the Vir Chakra service either in person or posthumously and also on Non-Decorated service Personnel who are killed in action will be exempted from the requirement of minimum marks prescribed for admission to M.A/ M.Com/ M.Sc courses. (GA/G2/28074/1984 dated 01.12.1986).
5. Triple main candidates are also eligible for admission. However, they have to submit a copy of the Equivalency certificate from the University of Calicut, stating that, their qualifying examination is recognized for seeking admission to the relevant PG programme, at the time of admission.
6. No rounding up of marks to obtain minimum eligibility will be allowed.

7. Equivalency / Recognition

The equivalency certificates/Recognition certificates issued from this University are of a general nature, without verifying originals of the qualifying certificate and other records of the candidates. Therefore the Admitting Authorities have to verify properly and ensure the genuineness of the claims of the candidates regarding the qualifications, mode of study, duration of the course 10+2+3 (pattern) etc. before granting admission.

8. Fine

8.1 If the Principals of any college/Admitting Authority make any irregular admission, a fine of amount not less than Rs.15,000/- per admission will be imposed based on the decisions of the Admission Monitoring Committee.

8.1.(a) Irregular admissions

- i. Admitting candidates without CAP registration to a programme/course to any category of seats.
- ii. Uploading the details of the students admitted after the closing date.
- iii. Requesting for corrections after the scheduled date.
- iv. Admitting candidates without minimum eligibility criteria.

8.2 The colleges applying for disaffiliation of a course or college after allotment will be levied a fine of Rs.50,000/-(Rupees Fifty thousand only)(U.O.No.2183/2017/Admn Dated:15.02.2017).

8.3 The colleges failing to ensure that all the candidates admitted have remitted the mandatory fee within the time limit prescribed will be liable to pay a fine of Rs 5000/- (Rupees Five Thousand only) (U.O.No. 2182/2017/Admn Dated:15.02.2017).

9. Concessions to Backward Communities:-

9.1. Scheduled Castes/ Scheduled Tribes candidates who have secured minimum pass in the qualifying examination are eligible for admission to higher programmes/courses in the affiliated colleges. (U.O. No. GA I/ BI/36/1992 dated 08.10.92)

9.2. Other Backward Communities will be allowed a concession of 5% in the minimum marks required for admission to all PG courses (U.O.No.GAI/A2/9091/1994 Vol. II, dated 26.07.2003).

9.3. Other Eligible Communities are also eligible for relaxation of 5% in the minimum marks for admission to various programmes/courses of study in the affiliated colleges (GA/ G2/2566/1986 dated 16.03.1987)

10. N+1 Admission:-

P.G. students who have excelled in sports/games by participating in the Inter Collegiate/Inter University Tournaments can be permitted by the Principals of the respective colleges to continue one more year, as per the AIU Rules, in the same college where they had completed the course with the same set of optional subjects / languages so as to enable them to complete the course of studies successfully.

The applications of such candidates for examinations shall be forwarded to the Controller of Examinations, in time, with the details of their admission. (U.O. No. GA1/A2/9812/2001 dated 27.08.2005).

II SELECTION OF STUDENTS & COMMUNITY RESERVATION

1. Subject to any rules of reservation that the University may make for the purpose, the selection shall be on the basis of merit generally governed by the conditions of agreement relating to the direct payment. For colleges which do not come under the direct payment, the rules of reservation prescribed by Government from time to time may be followed.

2. Government Colleges : The selection of students shall be governed by the Rules prescribed by Government from time to time in respect of such admissions.

3. Aided Colleges: The selection of students for admission in the Colleges under the Direct Payment System will be on the following basis.

3.1) SC/ST : 20% of the seats shall be reserved for Scheduled Castes and Scheduled Tribes to be filled up on merit basis from among the students of Scheduled Castes (15%) and Scheduled Tribes (5%) with interchangeability in the absence of either communities. The instructions issued in the University letter No.GAI/A2/5220/1997 dated 23.06.98 shall be followed strictly in this regard.

3.2) The Provisions stipulated in the Government Order No.GO(P)53/2000/SCSTDD dated 03.07.2000 and implemented vide University Order No.GAI/A2/3312/1997 dated 26.08.2000 shall be scrupulously followed to fill the vacant reserved seats of SC/ST Communities, by admitting applicants belonging to Other Eligible Communities (OEC).

3.3) Out of the 5% reserved for Scheduled Tribes, one percent (1%) or five seats, whichever is higher, are reserved for Primitive Tribes in the districts of Thrissur, Palakkad, Malappuram, Kozhikode, Wayanad, Kannur and Kasaragod. In the absence of enough primitive Tribal applicants the

specially reserved seats shall be given to other Scheduled Tribes (circular No.GAI/A2/2667/1994 Dated, 19.9.94).

3.4) Management Quota : 20% of the seats for admission will be reserved as management quota.

3.5) Community Quota : 10% of the seats will be reserved for the community to which the college belongs (this will be 20% in the case of colleges belonging to Backward Communities). These seats shall be filled upon merit basis from among students of the said community.

3.6) Open Merit : 50% of the seats will be reserved for admission to open merit. (40% in the case of colleges belonging to backward communities).

4. Unaided Colleges, Unaided programmes/courses in Aided Colleges and in IHRD : 50% of the seats will be filled upon merit in accordance with the guidelines issued by the University. The normal rules of reservation for Backward Classes and Scheduled Castes and Tribes (10% of the Government merit seats are reserved for students from SC/ST communities, with effect from 2004-05 admission – GO.(MS) No.14/2005/SC/ST Dev.Department dated 05.04.2005) will apply to these seats. The educational agency will have the freedom to choose the other 50% from the merit list prepared from among the registered candidates, provided that they satisfy the eligibility conditions prescribed by the University. (GAI/A2/2533/1996 dated 18.05.1996).

III RESERVATION OF SEATS / ADDITIONAL SEATS

1. Physically Handicapped : For PG Courses, the reservation shall be given 5% in aggregation – College wise in affiliated colleges after scrutinizing the suitability. The candidates having minimum 40% disability certified by the Medical Board be considered for admission to the reserved seats earmarked for the Physically Handicapped students. Such eligible candidates shall be ranked on the basis of the marks secured in the qualifying examination. (GAI/A2/9091/1994 Vol. II dated 28.05.2003 & GAI/A2/5752/1998 dated 04.05.2004)

2. Sports Quota : One seat in each Post Graduate course should be additionally created and reserved over and above the sanctioned strength, but within the Statutory maximum limit for candidates with outstanding records in sports and games. In programmes/courses where the sanctioned strength and the Statutory limit are the same, the additional seat can be created above the Statutory limit for candidates with outstanding records in sports and games, exclusively for the admission of the above candidates. Only those candidates who have satisfied the norms prescribed below are eligible for admission under sports quota.[U.O. No. 9697/2015 dated : 14.09.2015(PG)]

2.1 Representing the Country in International Competitions

2.2 Winning the I / II / III in the Senior National Championships

2.3 Representing Senior State in National Championships

2.4 Winning I / II / III in the All India Inter University Championships

2.5 Representing the University (U.O.No. GA I/A2/2454 / 1998 dated 01.10.1999 & 01.07.2003 and GA I/A2/5990 / 2003 dated 06.04.2004).

2.6 Member of the University Teams

2.7 First/Second position in the Senior State Championship

2.8 First position in the Inter Collegiate Inter zone Championship (1st preference to be given to University of Calicut, then MG University, then University of Kerala and then Kannur University). Norms 6, 7, 8 are added as per U O No.6494/2014/Admn dated. 07.07.2014

2.9 Medal winners in Junior National Championship.

2.10 Persons representing the State in Junior National Championships.

2.11 I/II/III position holders in the inter Collegiate inter Zone Tournaments. Norms 9,10,11 are added as per UO No.13627/2016/Admn dated 21/11/2016

3. Lakshadweep Candidates : One seat each in PG programme/course in the affiliated Arts and Science Colleges is additionally created and reserved over and above the sanctioned strength, but within the Statutory maximum limit for the native students of the Union Territory of Lakshadweep, recommended by the Director of Education, Union Territory of Lakshadweep. In programmes/courses where the sanctioned strength and the Statutory limit are the same, the additional seat can be created above the Statutory limit, exclusively for the admission of the above candidates. (U.O. No.GAI/A2/6135/1994 Vol.II dated 25.09.2006 and 01.08.2007). These candidates need not be insisted to obtain permission from the University for late registration up to the closing of admission to the respective programmes/courses of study (Lr.Dtd.24.09.1997). In Government Colleges where the Government have earmarked seats, the seats reserved for the Ethnic Natives will be in addition to the seats sanctioned by the Government.

If there is no claimant from among the Ethnic Native Scheduled Tribe Candidates from the Union Territory for the seat reserved for them for degree programmes, then the seats thus falling vacant due to their absence, will be allotted to the children of the employees belonging to Kerala State who have undergone Plus Two education in the Union Territory of Lakshadweep. (GA/A2/6135/94 dated 16.3.1998). The admission shall be made only after obtaining prior permission from the University. (GA I/A2/6135/ 1994 (1) dated 29-08-2000 & GAI/A2/3897/2003 dated 05.06.2003).

4. Candidates of Andaman & Nicobar Islands : For PG programmes/courses in the affiliated colleges, additional seats can be created over and above the sanctioned strength, but within the statutory maximum limit for the native students of Andaman & Nicobar islands, as recommended by the Directorate of Education, Andaman & Nicobar Islands. For programmes/courses where the sanctioned strength and the statutory maximum limit are the same, the additional seats can be created over and above the statutory limit, exclusively for the admission of the above candidates. (U O No. 1508/2016/Admn dated 11-02-2016).

5. Kashmir Students : Two supernumerary seats, are reserved in all the affiliated Institutions either for UG or PG programme/course, for the candidates recommended by the Ministry of Human Resources Department as a part of the Special Scholarship Scheme. The seats are common for UG and PG programmes/courses, therefore, admissions shall be made as per the scholarship orders.(U.O. No. 52/2015 dated: 05.01.2015).

6. First and Second Rank holders of Pattern II degree course conducted by the University can be considered for admission to the MA/M.Sc

course in the respective disciplines by providing additional seats upto a maximum of two, provided that the statutory maximum strength shall not exceed by such admission. (U.O. No.GA I/B1/774/1992 dated 26.07.1994).

7. Outstanding Sports Stars : One seat for all the M.Sc programmes/courses, one seat for MSW programmes/courses and one seat for the MA and M.Com programmes/courses together (altogether three seats) will be additionally created and reserved over and above the sanctioned strength but within the Statutory maximum limit in the affiliated colleges for admission of outstanding sportsmen/women. In the case of colleges where the Statutory maximum limit doesn't permit the sanctioning of such additional seats, the candidates will be allotted to colleges where such seats can be created (U.O.No.GA/A2/2454/1998 dated 01.10.1999). The candidates who have satisfied the norms prescribed below only are eligible for admission under the additional seats. The merit list will be prepared by the Dept.of Physical Education, University of Calicut.

7.1 Representing the Country in International Competitions

7.2 Winning the I / II / III in the Senior National Championships

7.3 Representing Senior State in National Championships

7.4 Winning I / II / III in the All India Inter University Championships

7.5 Representing the University. (U.O.No. GA I/A2/2454 / 1998 dated 01.10.1999 & 01.07.2003 and GA I/A2/5990 / 2003 dated 06.04.2004).

IV ESSENTIAL REQUIREMENTS AT THE TIME OF ADMISSION

The candidates shall produce the following documents (in original) at the time of admission to a course of study in the affiliated colleges.

1. The print outs of the application Finally submitted.(**For all kinds of admissions, the CAP registration application form print out is compulsory**)
2. Chalan of Mandatory Fee
3. Allotment/Admit Card
4. Qualifying Certificate.
5. Mark List(s)/Grade Card (s) of the qualifying examination
6. Transfer Certificate received from the Institution last studied.
7. Conduct Certificate
8. Equivalency/Recognition Certificate from University of Calicut.(If Necessary)
9. Non Creamy Layer Certificate / Nativity Certificate /Community Certificate/EWS certificate as directed by the admitting authorities

10. S.S.L.C

11. Candidates who claim bonus/weightage marks shall produce relevant certificates.

V. ASSESSMENT OF MERIT

For admission to PG programmes/courses, the merit of the candidate shall be assessed for ranking on the basis of marks obtained by him / her in the qualifying examination for admission to the particular course, subject to such criteria as may be prescribed by the University from time to time.

In the case of candidates passing their qualifying examination other than Degree Examination of University of Calicut, for the purpose of calculating index and ranking for admission to PG programmes/courses, the marks/grade obtained at the qualifying examination shall be brought to the corresponding marks/grade of the Degree Examination of University of Calicut.

VI. BONUS /WEIGHTAGE MARKS

1. Bonus / weightage marks will be added to the total Marks obtained in the qualifying examination to calculate the index marks and for ranking in the selection list in the case of candidates who already possess the required minimum marks prescribed.

2. 5% of the selection index should be added as grace marks/points arrived at for preparing the merit list for admission to Post-Graduate programmes in the case of those candidates who passed their qualifying examinations from Calicut University except in the case of admission to P G programmes for which Entrance Examination is conducted. (UO. GA1/B1/774/92 dated 26.7.1994).

3. Students who have worked in the Illiteracy Eradication Programme on voluntary basis in any capacity for at least one year will be allowed 5 bonus marks/points for PG admission.(Circular- GA I/A2/4990/1988 dated 06.06.1994).

4. 5 (Five) marks/points for PG admissions shall be awarded as bonus marks to N.S.S / N.C.C cadets subject to the fulfilment of the following conditions, for the purpose of ranking.

a. In respect of NCC applicants the bonus marks will be awarded on the basis of NCC certificates signed by the Director and issued by the Directorate of NCC to the candidates who have secured at least 75% of attendance after having participated in its activities during the course of the study preceding the programme/course for which admission is sought.(U.O No.685/2017/Admn Dated:17.01.2017).

b. For awarding bonus marks/points to NSS participants the basis will be N.S.S. certificates signed by the Vice-Chancellor and issued by the University to volunteers who have completed 240 hours of work within a period of two years in the programme of study immediately preceding the programmes/courses for which admission is sought.

c. The benefit of bonus marks for the purpose of admission can be availed by the candidates only under any one category, either N.S.S or N.C.C.

d. Cadets holding A,B,C certificates are eligible for an additional weightage of 3,5,10 marks respectively for admission to Post Graduate programmes/courses, limited to a maximum of 10 points only.

e. The bonus points or additional weightage marks will be given to those cases of NCC Certificates even if grace marks have already been awarded. (U.O No.685/2017/Admn Dated:17.01.2017).

5. A weightage of 10 marks/grace points (to be added to the aggregate index marks/points) may be made to those candidates who have successfully undergone the Compulsory Social Service Programme of this University for admission to PG programmes.

6. 10 marks shall be deducted for every successive attempt after first attempt out of the ranking points to those who have taken two or more chances to complete the qualifying examination, subject to a maximum of 25 marks. The number of chances means the number of chances taken for passing any part or parts of the qualifying examination. Betterment/Improvement examination will not be considered as a chance.

Dr. Joshy C.L.

Registrar